

TOWN OF

A M H E R S T

MASSACHUSETTS



Amherst Community Services

Phone (413) 256-4074

Fax (413) 256-4061

E-mail community@amherstma.gov

TOWN OF AMHERST
2010 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING
SOCIAL SERVICE APPLICATION

PLEASE SUBMIT FIVE COPIES OF YOUR PROPOSAL

BY:

OCTOBER 29, 2010 AT 4:30 P.M.

TO:

Amherst Planning Department
Amherst Town Hall, 2nd floor
4 Boltwood Avenue
AMHERST, MA 01002

2011 General Submission Requirements

All activities will be required to conform to a list of priorities that are included in the Town's Community Development Strategy, which will be the subject of a public hearing on September 28, 2010 at 5:30 p.m. in the First Floor Meeting Room of Town Hall. The CDC will review the list of priorities at its meeting on October 12, 2010, based on input received at the public hearing on the 28th and the order may change, but the document will remain essentially the same. Please contact Town staff with any questions regarding this process.

General Application Process

As a Mini Entitlement community, Amherst must apply each year to DHCD to receive up to \$1,000,000 in Community Development Block Grant (CDBG) funding. Applications are typically due in mid-December, with the public input process beginning in late July/early August. The Community Development Committee (CDC), with assistance from Town staff, oversees the public input process by holding public hearings (at least two) and public meetings so that Amherst residents and boards & committees have an opportunity discuss priorities and target areas. The Community Development Committee also solicits proposals from the community to help determine which projects receive funding. These proposals can be submitted by various parties, including but not limited to a single individual (i.e. a developer), a Town board/ committee, or a non-profit organization. Those interested in making a funding request are encouraged to contact the Community Development Committee and Town staff.

Project Proposal Submission Guidelines (see specific application requirements below):

- Location of proposed project—is it in a Target Area or village center?
- A budget detailing the project, including total budget and all other sources of funding
- Feasibility of project—can the project be completed within the allotted time?
- A general description of the project
- Statement indicating how the project achieves national objectives (i.e. benefits the low-to-mod income population of Amherst) and the populations served.
- Demonstrate alignment with the Community Development Strategy
- Demonstrate alignment with Amherst's Master Plan
- Provide supporting documents as necessary
- Demonstrate the support of other Amherst Town stakeholders (i.e. other committee support)

Public Hearing Format - Procedure for Presenting Proposal to the CDC:

- All proposals must be written (Applicants are encouraged to meet with Town staff and the Community Development Committee prior to the public hearing to refine project proposals)
- Proposals must follow the submission guidelines and meet all criteria as stated in advance
- Presentation of proposals shall be no longer than 5-7 minutes
- Questions from the public will be heard only after all proposals are presented

TOWN OF AMHERST HUMAN SERVICE FUNDING APPLICATION

AGENCY NAME: _____
AGENCY ADDRESS: _____
AGENCY PHONE NO: _____ CONTACT PERSON: _____
2011 CDBG REQUEST: _____

Cover Sheet – Social Service Activity

1. Project Name
2. Budget Request
3. Activity Identification—please check one
 - ☐ Homelessness and sheltering
 - ☐ Education: outreach and advocacy
 - ☐ Mental health services
 - ☐ Emergency & preventive services: rental, food, fuel, shelter and transitional assistance
 - ☐ Other
4. Number of low/moderate income individuals/families served:
5. Describe how you will ensure that participants meet low/moderate income requirements:
6. Demonstrate consistency with the Town's Community Development Strategy and the priorities as established by the Community Development Committee:

Introduction:

The Town of Amherst will apply to the Mass. Department of Housing and Community Development for a 2011 Community Development Block Grant for social service programs that support low-and moderate-income Amherst residents. The Town is eligible to apply for up to \$200,000 for human service/social service programs that address critical community needs, however, the amount of social service funding that will be available depends on the total amount of funds that the Town applies for in its application. At this point the exact amount of funds available is unknown.

After holding a public hearing on September 28, 2010, to receive input on the 2011 Community Development Strategy and list of priorities, the Community Development Committee determined the following social service priorities for 2011:

1. Homelessness and sheltering
2. Education: outreach and advocacy
3. Mental health services
4. Emergency & preventive services: emergency rental assistance, emergency fuel assistance, emergency food and emergency shelter services that can include case management and coordination.

Requirements:

You must answer all questions and submit all documents for your application to be complete. Responses must be in the format below. Incomplete applications will be excluded from consideration. In order to receive funding, at least 51% or those receiving services must be low/moderate income (families with incomes below 80% or the area median income) as defined by federal HUD guidelines.

You must demonstrate that the proposed project will be a new service, an expansion of an existing service or a continuation of a project presently funded with Mass. CDBG funds and demonstrate a community need. Public social service projects are eligible for CDBG assistance under Section 105(a)(8) of Title I of the Housing and Community Development Act of 1974, as amended, if such services have not been funded with local funds -- i.e., not funded by the municipality using locally raised funds or state funds that pass through the municipality -- within the twelve-month period prior to the date of application.

DHCD will fund public social service projects that are not provided by other state or federal agencies, or are provided but not available to CDBG-eligible residents in the applicant community.

Contractual Requirements

- A. Providers will be required to submit bills on a monthly basis
- B. Providers will be required to submit time sheets of all staff receiving CDBG funding
- C. Providers will be required to submit quarterly reports detailing all services provided during the reporting period including the number of clients, their income and their ethnic identity.
- D. Provider files will be reviewed to ensure that there are income-certification forms for all clients.
- E. Payment will be made based on the submission of all required information, the number of clients served and the hours worked (the provider will only receive payment for the number of clients served).

SUBMISSION REQUIREMENTS:

- A. Please submit the agency FY 10 revenue and expenditure report, the agency FY 10 current budget and a 12 month projected budget for this activity.
- B. The most recent audit if there were and findings.
- C. Copy of 501 C3 status
- D. List of governing board members and officers, their town of residence and affiliation.
- E. Agency Organizational chart (however, the Committee still requests a copy of your program organization chart if relevant).
- F. Personnel policy
- G. Affirmative action/equal opportunity plan.

Please submit responses to the following questions :

A. Please describe in full the project for which you are requesting funding:

Include information on the number of individuals or families to be served and who they are, i.e. disabled, low-income, homeless, etc.

B. What is the community's need for the proposed project/program?

Define the need or problem to be addressed by the proposed project. Explain why the project is important. Provide evidence of the severity of the need or problem. Who the affected population and why is this population presently underserved or not served?

C. Community Involvement

What process was used to select this particular project? How was the process responsive to expressed community need?

Define the process that will be used to maintain involvement of the project beneficiaries in the implementation of the project.

D. Project Feasibility

The project impact will be evaluated upon the extent to which the response meets the following criteria:

1. Describe what evidence exists to show that the community at large or project beneficiaries will use the project. Include documentation of demand for the activity through summary descriptions of surveys, inquiries, waiting lists or past participation.
2. If applicable, describe and document the availability and source of matching or other funds needed to complete the project.
3. Identify the roles and responsibilities of all personnel involved in the project as well as internal controls.
4. Citing past accomplishments, document that the agency has the necessary past expertise to conduct the activity and has successfully completed past activities in a timely manner.
5. Please submit a program budget that includes all sources of revenue and all expenses.

E. Impact

Describe the impact the activity will have on the specifically identified needs. What measurable improvements will result from the activity? How much of the need will be addressed? Define the direct and indirect outcomes that will result from the project. Identify quantitative and qualitative measures determine that the outcomes are achieved.

F. Evaluation

Goals & Assessments: Please explain your short-term goals and long-term goals. Describe the changes in the target population that indicate the program's success. How will these changes be measured? Will anticipated changes affect the municipality's responsibility to this target population? How will the impact of this service on individual clients be tracked over time? Will there be additional beneficiaries? Will this service enable clients to become self-sufficient? How is this service linked to other human/social service programs in the community?

G. Agency Information

Please provide an overview of your organization, including length of time in existence, experience in successfully conducting activities for which funding is being sought, and skills and current services that reflect capacity for success.

PROPOSAL REVIEW:

Proposals will be reviewed by the Community Development Committee which will make recommendations to the Town Manager. The Community Development Committee will hold a public hearing giving the community a chance to comment on the proposed plan.

The Community Development Director will first screen each proposal to insure that it meets the quality requirements as defined below. The Community Development Committee will then evaluate proposals based on responses to the questions above. Proposals will be evaluated based on the evaluation criteria below.

Quality Requirements

- A. The project meets the low- and moderate-income national objective
- B. The project is an eligible social service activity as defined by the United States Department of Housing and Urban Development
- C. The proposed project addresses the services as requested.
- D. The agency is a 501C3 non-profit organization
- E. The agency has at least 5 years experience in providing social services

Comparative Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- **Experience**
Agencies experience.
- **Need**
The extent to which the proposals documents need for the service
- **Program strategy**
The Committee's assessment concerning the effectiveness of the strategy for providing the requested service as evidenced by the program description and how the project achieves national objectives
- **Community Development Strategy Compatibility**
Proposals will be evaluated based on the projects compatibility with the Towns Community Development Strategy and priorities as identified in the Town's 2011 Community Development Strategy
- **Community Support**
Proposals will be reviewed based on community support (Town Boards, Committees, community groups, social service agencies, citizens, etc.
- **Feasibility**
Proposals will be evaluated based on the determination of the projects feasibility to be completed in 18 months.
- **Board Representation**
The extent to which the Agency's Board of Directors reflects the interests of the broader community, including the population to be served will receive a very advantageous rating for this category
- **Budget**
A budget detailing the project, including total budget and all other sources of funding and an assessment of the program's cost effectiveness.

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Massachusetts General Law chapter 62C, sec 49A, I hereby certify under penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security or Federal I.D. number

Signature: Individual or Corporate Officer

Date

PLEASE PRINT

Corporate Name: _____

Address: _____

City, State, Zip Code: _____

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this Proposal or proposal has been made and submitted in good faith and without collusion or fraud with any other person, business, partnership, corporation, union committee, club or other organization, entity or group of individuals.

Date

Signature of individual submitting Proposal or proposal

Name of Business

Address of Business

Attachment I Income Guidelines

Income Threshold for Amherst

	Family Size							
	1	2	3	4	5	6	7	8
Low Income	43800	50050	56300	62550	67600	72600	77600	82600